

Colonial Intermediate Unit 20

Request for Personal Day

Please complete this form only if the personal day(s) requested is within the first or last 10 days of the school year or adjacent to a holiday. You may complete this form online, print it out and forward to your immediate supervisor.

Employee's Name:

Employee's Location:

Date(s) Requested:

Reason for Request:

You will receive an email or copy of this form informing you if the day(s) have been approved.

For completion by the immediate supervisor

- I recommend approval of this request.
- I do not recommend this request be approved.

I have checked that there are no other personal days in the classroom on this day and approve this absence request.

Supervisor (please write legibly)

Date

For completion by the Director of Human Resources

- This request has been approved. Please report your absence through the AESOP system.
- This request is denied.

Director of Human Resources & Research Services

Date